

TRANSFER OF TEFAP COMMODITIES BETWEEN EFOs

Instructions: The EFO initiating transfer will make four copies of the completed form. One copy is to be retained by the outlet site; one copy is to be given to the outlet site receiving commodities; one copy is for the EFO transferring commodities; and one copy for the provider agency receiving commodities. Send the original copy, along with a copy of Inventory of TEFAP Commodities, (CFS-2003), to:

Department of Health and Family Services
Division of Children and Family Services
Bureau of Programs and Policies
1 West Wilson Street, Room 531
P.O. Box 8916
Madison, WI 53708-8916

NOTE: This form may also be used as an 'in-house' document for transfers between sites. However, it is not necessary to submit this form to DCFS when transfers are between sites in your service area.

Name - EFO Transferring Commodities		Agreement Number	
Address - Street	City	County	Zip Code
Name - EFO Receiving Commodities		Agreement Number	
Address - Street	City	County	Zip Code
Transferred Commodity	Item Code	Pack Size	Number of Cases
SIGNATURE - Authorized Representative of Transferring EFO		Telephone Number	Date Signed
SIGNATURE - Authorized Representative of Receiving EFO		Telephone Number	Date Signed

If your agency cannot distribute or store all EFO commodities ordered and/or received and would like to transfer the commodities to another EFO participating in TEFAP, use the following guidelines.

1. Contact another participating EFO agency willing to accept the commodities.
2. Notify DCFS staff prior to the transfer for authorization.
3. Any expenses incurred for the transfer of these commodities must be agreed upon by the EFOs involved before the actual transfer.
4. The EFO transferring the food must report the commodities as a separate item on the monthly Inventory of TEFAP Commodities (CFS-2003) that is submitted to DCFS.

The kind and amount of transferred commodities must be included on the monthly Inventory of TEFAP Commodities (CFS-2000) report form. Application forms must be retained according to the provisions of the State/Agency Agreement.

5. The EFO taking receipt of the transferred products must inspect these products when the transfer takes place.
6. If the EFO receiving the commodities finds any commodities that are damaged or spoiled, the EFO transferring the commodities may be held liable for the value of the food pending an investigation by DCFS and/or USDA/FNS.

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